

**Enrolled Minutes of the Meeting  
75th Regular or Special Meeting  
Twenty-Sixth Town Council of Highland  
Special Meeting  
Monday, January 10, 2011**

The special meeting of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, January 10, 2011** at the time of 7:01 o'clock p.m.

**Roll Call:** Councilors Bernie Zemen, Mark A. Herak, Konnie Kuiper and Brian Novak were present. Councilor Vassar was absent owing to a work travel commitment. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

**Others present:** Ed Dabrowski, IT Director; was also present.

The Town Council President Brian Novak presided and the Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings.

The session was opened with Councilor Konnie Kuiper leading the pledge of allegiance to the United States Flag and offering a prayer.

**Unfinished Business and General Orders:**

1. **Works Board Order No. 2011-02:** An Order Authorizing the closure of the municipal building on January 17, 2011 to permit town-wide in-service worker training.

Councilor Herak moved and Councilor Zemen seconded the passage and adoption of the Works Board Order No. 2011-02. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The Works Board Order was adopted.

**The Town of Highland  
Board of Works  
Order of the Works Board No. 2011-02**

AN ORDER for the TEMPORARY CLOSING OF MUNICIPAL BUILDING at the  
MUNICIPAL BUILDING on MONDAY, JANUARY 17, 2011 FOR TRAINING

**Whereas,** The Town Council has been reliably advised that owing to the desire to offer in-service training for administrative, clerical and other workers of the municipality and needed opportunities to address administrative needs, it may be advisable to reduce access hours to the municipal building while maintaining a scheduled workday;

**Whereas,** Pursuant to IC 36-1-24(3), the Town Council is also the Works Board for the Town of Highland and governs the hours and other matters related to the Town Hall;

**Whereas,** The Town Council now desires to modify the access hours of the Highland Municipal Building on Monday, January 17, 2011;

**Now Therefore be it hereby Ordered** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That there will be **no** hours of **public access** at the administrative and associated offices (non-public safety) at the Highland Municipal Building on **Monday, January 17, 2011**, but the usual hours of operation or the scheduled workday are unchanged;

**Section 2.** That the affected department heads and the Clerk-Treasurer shall carry out the purposes of this order, which is to provide an opportunity for in-service training for administrative, clerical and other workers of the municipality;

**Section 3.** That the Clerk-Treasurer will take steps by appropriate media release to give notice of the subject of this order;

**Section 4.** That this order shall be effective on and from its passage and adoption body;

**Be it so Ordered.**

**DULY, PASSED, ADOPTED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 10<sup>th</sup> day of January 2011 having passed by a vote of 4 in favor and 0 opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

Brian Novak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, **IAMC/MMC/CPFA**  
**Clerk-Treasurer** (IC 33-16-4-1; IC 36-5-6-5)

2. **Resolution No. 2011-02:** A Resolution Authorizing Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4, for the Park District Bond and Lease Fund (Exempt). Councilor Herak moved and Councilor Zemen seconded to passage and adoption of Resolution No. 2011-02. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN of HIGHLAND  
RESOLUTION NO. 2011-02**

**A RESOLUTION AUTHORIZING TEMPORARY INTERFUND LOAN or TRANSFER PURSUANT to IC 36-1-8-4**

**Whereas**, The Clerk-Treasurer has advised the Town Council that cash balance in the **Parks District Bond and Lease Fund**, is not sufficient to meet its regular operating expenses prior to the receipt of the semi-annual distribution of *ad-valorem* revenues so it has become necessary to temporarily borrow money to enhance the fund;

**Whereas**, The Clerk-Treasurer has advised that there is sufficient money on deposit to the credit of the **Rainy Day Fund** that can be temporarily transferred;

**Now, Therefore Be it Resolved** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That the amount of **\$110,000.00** be borrowed for the **Parks District Bond and Lease Fund** with the amount of **\$110,000.00** to be loaned by the **Rainy Day Fund**;

**Section 2.** That said loan in the amount of **\$110,000.00** be repaid to the **Rainy Day Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Parks District Bond and Lease Fund** with such loan to be repaid no later than December 31, 2011, subject to IC 36-1-8-4(b).

**Duly Adopted** by the Town Council of the Town of Highland, Lake County, Indiana, this 10<sup>th</sup> day January 2011, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Brian Novak, President IC 36-5-2-10

Attest:

Michael W. Griffin, **IAMC/MMC/CPFA**  
**Clerk-Treasurer** (IC 33-16-4-1; IC 36-5-6-5)

3. Action to approve overtime payments for Exempt Salaried Personnel, pursuant to Section 3 of Ordinance No. 1375 the Wage and Salary Ordinance, as amended and Section §4.03.01 of the Compensation and Benefits Ordinance. This waives the provisions of Section § 2.01 of the Compensation and Benefits Ordinance.

*8.1 The Metropolitan Police Chief requests favorable action for R. Potesta, who is an exempt salaried employee, and investigations division commander, in the amount of \$100 for work associated with Highland Grove Mall Special Security.*

Councilor Kuiper moved and Councilor Zemen seconded to approve the payment of overtime work for the exempt salaried employee as indicated. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The pay was authorized.

**Payment of Accounts Payable Vouchers.** Councilor Zemen moved to allow the accounts payable vouchers as filed on the pending pay docket *including the special payroll docket*, covering

the period December 21, 2010 through to January 10, 2011. Councilor Kuiper seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The accounts payable vouchers were allowed and the clerk-treasurer was authorized to make payment.

**General Fund, \$3,325,720.19; Motor Vehicle Highway and Street (MVH) Fund, \$52,577.52; Local Road and Street Fund, \$9,004.34; Forfeit and Seized Assets Fund, \$845.00; Law Enforcement Continuing Education, Training and Supply Fund, \$48.88; Flexible Spending Account Fund, \$373.35; Gasoline Agency Fund, \$23,933.10; Information and Communications Technology Fund, \$4,405.60; Civil Donation Fund, \$217.22; Police Pension Fund, \$58,310.24; Traffic and Law Violations Agency Fund, \$7,785.00; Safe Neighborhood Grant Fund, \$6,502.58; Sexual Predator Federal Grant Fund, \$16,032.50; Gaming Revenue Sharing Fund, \$2,872.33; Corporation Capital Fund, \$5,275.95; Payroll Fund, \$6.00; Total: \$3,513,909.80.**

Special Payroll Docket for the Payroll of December 17, 2010 in the amount of **\$195,365.57**.

The purposes of the special meeting having been realized, Councilor Zemen moved and Councilor Kuiper seconded, that the special meeting of the Highland Town Council of **Monday, January 10, 2011**, be adjourned. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The special meeting of the Highland Town Council was adjourned at 7:09 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA  
Clerk-Treasurer